

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, January 14, 2014 Meeting
Athens-Clarke County Library Board Room

Chairman Dennis Hopper called the meeting to order at 4:03 p.m. Trustees present were: Svea Bogue; Erin Boydston; Sean Boyle; Julie Darnell; Wally Eberhard; John Gaither, Janet Geddis, Craig Pascoe, and Chip Woods. New member Theresa Cullen was also present, and John Timmons was welcomed back onto the Board. Diane Adams, Linda Dodson, Linda Jones, and Bill Prokasy were absent. Staff members present were: Kathryn Ames; Donna Brumby, Trudi Green, Mamie Simonds, and Joy Ovington (who recorded the Minutes).

After the call to order, the Minutes of the October 8, 2013 meeting were reviewed and unanimously approved (Moved by Ms. Bogue and Seconded by Ms. Boydston). The Agenda was then adopted unanimously (Moved by Ms. Bogue and Seconded by Ms. Darnell).

There was no Public Comment.

Staff Report: A staff report was given by two ukulele players on staff: Children's Department Assistant Rebecca Ballard and Natalie Wright who works in Web Design and the Reference Desk. They were awarded one of the ACCL Mini-Grants to purchase ukuleles for patrons to check-out and develop a music program surrounding them. They described the "Make Music with Your Library!" grant and the instrument as they passed it around the room with the publicity booklet—they played a tune, and went into detail about how patrons will benefit from the new program. Assistant Director for Regional Services Donna Brumby then discussed breakdowns of the Customer Satisfaction Survey Results. There were 487 responses, all were substantially positive. There was discussion about cell phones being a patron concern (which are treated as Noise under the present policy).

Financial Report: Business Office Manager Mamie Simonds presented the 2nd Qtr FY14 ACCL Financial Report. She stated that we should be at around 50% revenues and expenditures. We are at 48.30% revenues and 44.41% expenditures at this time. Fines and Fees are low. Ms. Simonds stated that it may be due to the fact that the Debt Collection service, Unique Management, is not being used as much due to Regional Budget cuts. Electricity and water utilities are high, and Ms. Simonds stressed that they will be allowing for that in future budget proposals. Passport revenues are at \$15,472.00 and the Library Store is showing a net profit of \$1,355.81. Also, Meeting Room revenues are high compared to the budgeted figure. Ms. Simonds stated that meeting rooms were seen as successful, and the internal controls in place for payment procedures are working well at this time.

Committee Reports

- . Winterville – Diane Adams was absent therefore no report available.
- . Public Relations Committee – Wally Eberhard reported discussion of plans regarding a permanent Honor Roll Wall Plaque that will have all Board Members, etc., on it. He and Mrs. Ames have received cost estimates. There are challenges in finding the accurate names of all people who served in the 1940s.
- . Endowment Update – Financial advisors Joe Frierson, Jr., and Meg Parker of Merrill Lynch passed out reports and discussed the investment profiles Goals and Risk Profile, given it started late Spring 2012. They are working with the investment committee of the Endowment Board (Ms Bogue & Ms Adams are liaisons to that Board) to produce sufficient cashflow to meet budgetary needs. Projected income this year is a 4.5% cashflow return on investments which is acceptable per policy statements.
- . Policy Committee – [Meeting Rooms, Exhibits and Displays] Svea Bogue will have a report in April.

. Building and Grounds –Mr. Gaither reported the committee met in December; the Athens Sports Hall of Fame display may not to be appropriate adornment for the library wall though they reached a cautious consensus and approved it be hung. Mrs. Ames identified an area to the right of the elevator--a 4'X8' display might be well-lit there. All other public space entities, declined, and so ACCL is the best place for it to honor role models in the community. Discussion ensued regarding whether or not ACCL has final say on the design though not proposing any sort of contract. There was a Motion to accept the committee's recommendation (Moved by Mr. Gaither and Seconded by Mr. Timmons). A vote was taken and two of those present opposed (Bogue & Cullen), so the motion passed for an Approval.

Director's Report: Mrs. Ames discussed the RFP for internet services for eRate, a 90% discount on what we have, so it will be faster. There were proposals from other counties with half being good and half marginal. A representative from the State Library is coming to help evaluate proposals. Note that filtering is not included, and there will be a cost for that. The building will close at 1 pm the following Friday to finish the work on the boiler. The chilly temps in the Circulation area are being examined. Mrs. Ames announced that she will be officially retiring September 30th, 2014, after 41 years. The current National Leadership Grant expires then.

Unfinished Business

Public Art—Mrs. Ames gave an update on the artists who are doing the mural along Baxter (Nick Napoletano) and the sculpture on the heli-pad by the bus-stop (Robert Clements). The PR Specialist is working on a brochure for the works which were described as eye-catching, and installation work will begin the end of February, then the Public Arts Committee and FOL will do an unveiling event.

New Business

Ms. Simonds presented the FY15 ACCL Budget Proposal for the Athens-Clarke County Board of Commission. Ms. Simonds stated that we will be asking for a 4.64% increase made up of the following: Increasing the price of a copy from .10 cents to .15 cents per copy in order to generate \$7,000 in future revenue increases. A two-year tiered system of wage increase to get all part-time staff under \$8.50 per hour to \$8.50/hour this year, and \$9/hour next year. Also, this budget proposal includes a 2% increase for all other staff. A mandatory increase in GHI from \$843/month to \$943/month, as well as an increase in TRS from 12.28 to 13.15% employers share will be added. Also the budget requests \$25,425 in electricity and \$3318.75 in water due to the increased size of the building after construction. Also, \$1500 for staff training will be added as an incentive to staff. There was a Motion to accept the budget (Moved by Mr. Timmons and Seconded by Mr. Eberhard)--unanimously approved. Also, a list of Committee assignments was discussed; Mr. Timmons was appointed to the Regional Board.

Announcements:

Hot Dog Day at the Legislature plans were made for January 27th. Mrs. Ames encouraged that one never knows what will make impressions on the lawmakers, so all were encouraged to attend and meet with people who can help draw funding toward the library.

Bill Prokasy will lead the Search Committee to find the next ACCL Director.

The meeting was adjourned at 5:21 pm (Moved by Ms. Bogue, seconded by Mr. Gaither).

Next Meeting is April 8, 2014, at 4:00 pm in the Athens-Clarke County Board Room.

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, April 8, 2014 Meeting
Athens-Clarke County Library Board Room

Chairman Dennis Hopper called the meeting to order at 4:02 p.m. Trustees present were: Diane Adams; Sean Boyle; Theresa Cullen; Julie Darnell; Linda Dodson; Wally Eberhard; Linda Jones; Chip Woods, Svea Bogue, John Gaither, Craig Pascoe, John Timmons, and William Prokasy. Erin Boydston and Janet Geddis were absent. Staff members present were: Kathryn Ames; Donna Brumby, Trudi Green, Mamie Simonds, Tammy Gerson, and Joy Ovington (who recorded the Minutes).

After the call to order, the Minutes of the January 14, 2014 meeting were reviewed and unanimously approved (Moved by Mr. Prokasy and Seconded by Ms. Bogue). The Agenda was then adopted unanimously (Moved by Mr. Timmons and Seconded by Ms. Darnell). There was no Public Comment.

Staff Report:

Tammy Gerson, staff member of the Adult Services team, spoke to the Board about sustainable communities and sustainability literacy, two current topics in the library world. ACCL, as a focal point of education, can help create and foster continued sustainable practices for the betterment of tomorrow.

Financial Report:

Ms. Simonds reported that we are now in the 3rd Qtr of FY14 which is $\frac{3}{4}$ of the fiscal year. (75%) On the revenues side, meeting room is doing well and copy money is at 110% of budget. Total revenues are at 73.73% of budget projections. Expenditures are at 68.99%. Electricity is over budget by \$10,148. Mr. Hopper asked if the amount requested in next year's budget could handle this amount of increase, and Ms. Simonds said that the 30% requested increase should be sufficient. Ms. Simonds reported that passport applications are increasing at record speed. Ms. Greene pointed out that last week we did over 370 applications. Ms. Simonds also reported that the Library Store has grossed over \$11K so far this year.

Ms. Simonds announced that the annual audit engagement or (AUP) would be performed by Randy Sanders, CPA on April 28th of this year. He will perform tests on samples from payroll, accounts payable, cash receipts, journal entries, state funds, federal funds and bank reconciliations. He will also solicit audit statements to all banks that ARLS uses to verify collateralization standards. Ms. Simonds announced that she attended a Business Manager's conference in Savannah in which she completed and passed her test to be a Certified Library Financial Manager, one of 15 recognized in the state.

Committee Reports

- . Winterville – Linda Jones reported of two vacancies on their Advisory board and a vote was taken with unanimous approval to close the day of the Marigold Festival due to capacity issues (Moved by Ms. Jones and Seconded by Mr. Eberhard).
- . Public Relations Committee – Wally Eberhard reported they are still gathering names for the honor roll.
- . Endowment Update – Svea Bogue discussed investment funds at Merrill Lynch.
- . Policy Committee – [Meeting Rooms] Svea Bogue reported a new fee amount for how much patrons are charged for Security services after-hours. It was recommended that it be \$50 and that the maximum amount of time is one hour past library closing time (Moved by Mr. Timmons and Seconded by Ms. Adams – unanimous approval).
- . New Gun Law – John Timmons discussed HB 60 with the group. It was decided a Resolution would be drafted and presented to the Regional Board with a recommendation to send it to the Governor and Legislators stating disapproval that libraries should be included as schools are in the bill.
- . Book Action Committee – Sean Boyle reported a recommendation from his committee that the DVD “Eyes Wide Shut”, which a patron requested be removed from Circulation, should stay in place (Moved by Mr. Boyle and Seconded by Ms. Bogue).
- . Jr. Ladies Garden Club Report – Mrs. Ames reported on a meeting the County had with them that she sat in on where much was discussed about the beginning of the plans, she passed around a plot draft. With County approval, they will bring a final plot to the Board for approval.
- . Friends of the Library – Sean Boyle reported their Book Sale netted \$14,000 and had volunteers working 850 hours on it, all told. They have a Café au Libris event with Michelle Castleberry coming up and are hosting the FOGL Spring Meeting April 15th. They are also entering into a quasi-endowment agreement with the Athens Area Community Foundation.

Director's Report:

Mrs. Ames spoke of her grave concern that everyone must talk to legislators about how we've gone from 65 cents per capita for books to 0 cents by 2015 for books. We have had four projects get approval for Maintenance, Repair, and Renovation (MRR). Bogart will be applying for capital construction funding. Comp Ops team got a great eRate agreement signed that will increase broadband region-wide. Children's Librarian Kim James will soon be taking the Branch Librarian position at Madison County Library. Mrs. Ames passed around the Public Art brochure and discussed the newly installed piece that will have a dedication on Family Fun Day.

Unfinished Business

1. Director Search – Mr. Bill Prokasy reported 5 candidates are being interviewed and board and staff will have the chance to meet them. Discussion ensued about most important traits to seek out in them.
2. Public Art Dedication Event, May 24 during Family Fun Day, 11 AM

New Business

No New Business.

Announcements:

Happy 101st Birthday, this Saturday, 3:00 for “The Reluctant Dragon” puppet show and birthday cake.

Sunday, April 13, Poet Michelle Castleberry, 3:00. Sponsored by Friends of the Library and Café au Libris

Friends of Georgia Libraries Spring Meeting—April 25, 9:30 am to 3 pm
“Successfully Navigating Quicksand; Friends and Librarians working together to make great Georgia Libraries”

The meeting was adjourned at 5:25 pm (moved by Mr. Eberhard, seconded by Ms. Dodson).

Next Meeting is July 8, 2014, at 4:00 pm in the Athens-Clarke County Board Room.

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, July 8, 2014 Meeting
Athens-Clarke County Library Board Room

Chairman Dennis Hopper called the meeting to order at 4:00 p.m. Trustees present were: Diane Adams; Svea Bogue; Erin Boydstun; Theresa Cullen; Linda Dodson; Wally Eberhard; John Gaither; Janet Geddis; Linda Jones; William Prokasy; John Timmons; Chip Woods. Sean Boyle, Julie Darnell, and Craig Pascoe were absent. Special Guests present included William (Bill) C. Berryman, Jr. (Athens-Clarke County Attorney), Fred E. Stephens (Athens-Clarke County Assistant Chief of Police Operations) and Joseph H. Lumpkin, Sr. (Athens-Clarke County Chief of Police). Staff members present were: Kathryn Ames; Donna Brumby, Trudi Green, Mamie Simonds, and Joy Ovington (who recorded the Minutes).

After the call to order, the Minutes of the April 8, 2014 meeting were reviewed and unanimously approved (Moved by Mr. Timmons and Seconded by Mr. Eberhard). The Agenda was then adopted unanimously (Moved by Ms. Bogue and Seconded by Ms. Jones). There was no Public Comment.

An extensive discussion regarding how the new gun law HB60 pertains to ARLS was held, led by the guests. ARLS will follow the law and plan on train staff further on it.

Staff Report:

Donna Brumby introduced the new digital downloadable magazine program ZINIO to the Board, explaining how patrons may use it.

Financial Report:

Ms. Simonds presented the 4th Qtr FY14 Financial Report to the Board. She stated that we are 99.11% revenues and 97.08% expenditures. Therefore, the transfer from reserves was not necessary this year. She pointed out that Passport fees had increased over the year and were at over \$79,112.00. Chairman Hopper asked if the outside grants would be expected to continue at current levels. Ms. Simonds responded that the construction projects increased the levels of funding this past year but those same projects would not appear again on the outside grants page, and that ARLS would hope to expect more construction monies in the future. Bogart is slated to be next with around \$2,000,000.00 in construction funds. Ms. Simonds also reported that the Library Store had a net profit of over \$9,442.00 this past year.

Committee Reports

. Winterville – Linda Jones reported the two vacancies on their Advisory Board are still open, the Marigold Festival was a success with Mrs. Ames as the parade's Grand Marshall, they had a 40th Birthday party for the branch, and 75 children registered for their Summer Reading Program. There are two Board vacancies.

. Public Relations Committee – Wally Eberhard reported they are still gathering names for the honor roll and held up a sample plaque they may be using.

. Policy Committee – [Exhibits Policy] Svea Bogue put forth their recommendation to make two changes to the policy so that patrons may reserve exhibit space “up to” one month (Moved by Ms. Bogue and Seconded by Ms. Dodson – unanimous approval) and that “Administration” would handle reservations (Moved by Ms. Bogue and Seconded by Mr. Gaither – unanimous approval). In October, they will present policies on the Digital Media Lab and the Heritage Room to finalize.

. Friends of the Library – Mrs. Ames reported on Sean Boyle’s behalf that there will be a Book Sale August 16th and 17th. Also, everyone is to re-enroll in the Kroger Community Rewards program, enroll in AmazonSmile, & also join FOL if they have not.

Director’s Report:

Mrs. Ames spoke of how the increase of bandwidth project went well, the PrimeTime grant for Children’s has been extended to year-end, she’s working on a “4 Corners” effort to preserve the Talking Book Center, and her report handout included additional information.

New Business

We have a new cleaning company under contract as of July 1, Wright & Wright.

Unfinished Business

FY15 ACC Budget Approval: Ms. Simonds presented the FY15 ACCL Budget proposal which included the following: a mandatory increase in Employer share of Teachers Retirement System from 12.28% to 13.15% of gross wages, a 2% increase for all Staff with the exception of locally paid librarians, an increase in hours of two part-time Staff going from 25 to 30 hours per week in order to be in compliance with HB 490, the elimination of a frozen position, and increase in the utilities as well as the cleaning contract price, an increase in the price of ACCL copies from .10 cents to .15 cents per copy, and an increase in the transfer from reserves account by \$18,326.25. This budget recommended by the Finance Committee was then adopted unanimously (Moved by Ms. Bogue and Seconded by Ms. Adams).

FY15 ACC Contract: Mrs. Ames presented the signed FY15 Athens-Clarke County Government Contract to the Board. No additional voting was needed on that.

Announcements:

RPLAC in August and Directors Meeting in September
Staff Development Day, Tuesday, November 11

The meeting was adjourned at 5:25 pm (moved by Mr. Timmons, seconded by Mr. Prokasy).

Next Meeting is October 14, 2014, at 4:00 pm in the Athens-Clarke County Board Room.

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, October 14, 2014 Meeting
Athens-Clarke County Library Board Room

Chairman Dennis Hopper called the meeting to order at 4:01 p.m. Trustees present were: Diane Adams; Svea Bogue; Erin Boydstun; Linda Dodson; Wally Eberhard; John Gaither; Janet Geddis; Linda Jones; William Prokasy; John Timmons; Chip Woods; Sean Boyle; Julie Darnell; Craig Pascoe. Theresa Cullen was absent. Staff members present were: Kathryn Ames; Donna Brumby, Trudi Green, Mamie Simonds, and Joy Ovington (who recorded the Minutes).

After the call to order, the Minutes of the July 8, 2014 meeting were reviewed and unanimously approved (Moved by Ms. Bogue and Seconded by Mr. Prokasy). The Agenda was then adopted unanimously (Moved by Mr. Prokasy and Seconded by Ms. Adams). There was no Public Comment.

Staff Report:

Donna Brumby and Trudi Green handed out the newly updated Request for Reconsideration of Library Resource or Service form and explained how it will be used.

Financial Report:

Ms. Simonds presented the 1st Qtr FY15 Financial Report to the Board. Ms. Simonds reported that we should be at around 25% of the year's budget. Revenues were at 24% and Expenditures were at 23%. Materials were high and it was explained by Director Kathryn Ames that we wanted to spend the local materials monies first. Ms. Simonds also noted that the auditors were currently on site and she would be working with them on the FY14 Audit Engagement.

Committee Reports

- . Winterville – Linda Jones reported that one of the vacancies on their Advisory board was filled by Winterville attorney Ms. Walker McNiff and the other vacancy is still open. Summer Reading Program, Teen Time, and Friends of the Library involvement is active and successful. The Mobile Computer Lab had 47 participants, and their holiday party is scheduled for December 18 at 6:30 pm.

- . Nominating Committee – Svea Bogue reported their recommendations and a unanimous vote took place that elected these Officers for the coming year: Mr. Wally Eberhard-Chair, Mr. Craig Pascoe-Vice-Chairman, and Ms. Julie Darnell-Treasurer.

- . Public Relations Committee – No Report

- . Policy Committee – moved to New Business segment of meeting

- . Endowment Board – Svea Bogue said they met on September 22nd and will meet again on October 20th. They have had inquiries regarding Planned Giving and need a Speaker—they are working on that at present.

- . Friends of the ACC Library – Sean Boyle reported the Spring Book Sale date is TBA, around UGA's Spring Break time. They had four Café au Libris events—100 people attended the Terry Kay event and there were also three others that had about 160 additional people attend. An upcoming event will be with Charlotte Marshall who edited "A Tangible Past" on the History of Athens, GA, on December 14th, & the day

before that on December 13th the Friends will hold their annual holiday gift-wrap fundraiser at Barnes & Noble Bookstore.

Director's Report:

Mrs. Ames handed out an encapsulation of the FY14 Annual Report and explained statistics under each topic.

Unfinished Business

Staff Training on the New Gun Law – Trudi Green reported on how Staff Training went after giving a brief overview of HB60. Officer Tim Scott led the staff training.

Update on Director Search – Mr. Prokasy stated that the closing date for applications is October 15th, and there are thirteen applicants (three from Georgia).

New Business

Constitution & By-Laws Update – Updated versions were handed out by Mr. Eberhard and he thanked Ms. Cullen for her work on the documents as things were tidied up, edited, and term limits were adjusted. A unanimous vote took place to approve the updated versions (moved by Mr. Eberhard, seconded by Mr. Gaither).

Policy Committee – Svea Bogue reported that there is now a proposition to change the draft of the updated Heritage Room Policy, on pg 5—to change the amount to \$2,500 and then present it to the Board for approval in the future. It was unanimously approved that it go back to the Policy Committee and Librarian Angela Stanley for further review (moved by Ms. Adams and seconded by Mr. Woods). Also, the new Digital Media Center Policy was handed out and described. A vote to unanimously approve it was held (moved by Ms. Bogue, seconded by Mr. Timmons).

Discussion of Budget Goals for 2016 – John Culpepper retired from the Finance Committee and Chris Caldwell will fill in. Julie Darnell was added to the Committee. Increased utility costs and improved wages were mentioned in the discussion. Another meeting will be scheduled soon.

Announcements:

Staff Development Day, Tuesday, November 11

The meeting was adjourned at 5:15 pm (moved by Ms. Bogue, seconded by Mr. Woods).

Next Meeting is January 13, 2015, at 4:00 pm in the Athens-Clarke County Board Room.

ATHENS-CLARKE COUNTY LIBRARY COMMITTEES 2014

EXECUTIVE COMMITTEE

Dennis Hopper, Chairman
Wally Eberhard, Vice Chairman
Linda Dodson, Treasurer

REGIONAL LIBRARY BOARD MEMBERS

Svea Bogue
Dennis Hopper
Bill Prokasy
John Timmons

FINANCE COMMITTEE

Linda Dodson, Chair
Theresa Cullen
Wally Eberhard
John Gaither
Bill Prokasy

PERSONNEL COMMITTEE

Bill Prokasy, Chair
Diane Adams
Dennis Hopper
John Timmons

POLICY ISSUES COMMITTEE

Svea Bogue, Chair
Craig Pascoe
John Timmons
Chip Woods

BOOK ACTION COMMITTEE

Sean Boyle, Chair
Erin Boydston
Julie Darnell
Janet Geddis
Linda Jones

PUBLICITY COMMITTEE

Wally Eberhard, Chair
Erin Boydston
Julie Darnell
Janet Geddis

BUILDING/GROUNDS COMMITTEE - SPLOST

John Gaither, Chair
Theresa Cullen
Linda Dodson
Linda Jones
Craig Pascoe
Chip Woods

ENDOWMENT LIAISON

Svea Bogue
Diane Adams

FRIENDS OF THE LIBRARY LIAISON

Sean Boyle

Board Chairman and Library Director are Ex-officio members of all Committees and should be notified of all Committee meetings. All Committee Meetings should operate under the provisions of the Open Meetings Act.

Revised as of 1/14/2014

**ATHENS-CLARKE COUNTY LIBRARY BOARD
2014 ATTENDANCE RECORD**

	January	April	July	October
Diane Adams	ABSENT	X	X	X
Svea Bogue	X	X	X	X
Erin Boydstun	X	ABSENT	X	X
Sean Boyle	X	X	ABSENT	X
Theresa Cullen	X	X	X	ABSENT
Julie Darnell	X	X	ABSENT	X
Linda Dodson	ABSENT	X	X	X
Wallace Eberhard	X	X	X	X
John Gaither	X	X	X	X
Janet Geddis	X	ABSENT	X	X
Dennis Hopper	X	X	X	X
Linda Jones	ABSENT	X	X	X
Craig Pascoe	X	X	ABSENT	X
William Prokasy	ABSENT	X	X	X
John Timmons	X	X	X	X
David "Chip" Woods	X	X	X	X